

United States Embassy Minsk VACANCY ANNOUNCEMENT

Open to: All interested candidates

Position: Local Guard

Announcement number 08-2016

Opening Date: September 12, 2016
Closing Date: September 26, 2016

Work hours: Full-time (40 hours a week)

Salary: FSN-3/FP-BB (FP schedule applies to AEFMs

only)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Belarus is seeking eligible and qualified applicants for the position of Local Guard.

Basic functions of position: Performs guard services to safeguard the U.S. Embassy in Minsk, its annexes, and other U.S. Government facilities. Reports to the Shift Leader, Deputy Guard Force Supervisor, Local Guard Force Supervisor, and the Post Security Officer (PSO) or A/RSO Vilnius as per General Guard Orders.

Qualifications required.

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- --A minimum of secondary school education is required.
- -- A minimum of two years of general work experience is required.
- --Level II English and Level III Russian is required. Level II a limited knowledge of the written and spoken language, and a vocabilary limited to the occupation. Job holder will be able to understand and carry out verbal instructions of a repetitive nature, and prepare simple forms or reports (this will be tested).

Level III - Good working knowledge of the written and spoken language. Job holder will be able to communicate effectively with staff and members of the public in the language. Level I Belarusian is required. Rudimentary verbal understanding of a limited vocabulary.

-- Must be physically capable of meeting job requirements and working under night conditions and in stressful situations. Must be able to effectively communicate with public.

Обязанности включают в себя: Круглосуточную охрану территории Посольства США в Минске, его зданий, официальных резиденций и других помещений Посольства.

График работы: Полная занятость.

Образование: Среднее образование обязательно.

Опыт работы: Не менее двух лет общего стажа работы.

Минимальные знания языков: английский язык - уровень II (ограниченный - будет тестироваться); русский язык - уровень III (хорошее рабочее знание); белорусский язык - уровень I

(начальный).

<u>Навыки и компетенции</u>: сотрудник должен физически соответствовать условиям труда (ночные смены, работа в стрессовых ситуациях и т. д.), а также иметь коммуникативные навыки.

Кандидаты должны заполнить форму заявления о трудоустройстве DS-174 (по ссылке на сайте посольства). Заполненые и подписанные заявления принимаются на адрес электронной почты

MinskHR@state.gov. Граждане других государств должны приложить сканированную копию вида на жительство и/или разрешения на трудоустройство в Республике Беларусь. Для того, чтобы быть принятыми к рассмотрению, заявления должны поступить на вышеуказанный электронный адрес не позднее 26 сентября 2016 года включительно.

Дополнительную информацию можно получить в рабочие дни в отделе кадров посольства по телефону +375-17-210-1283.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities will be available to candidates short-listed for the interviews. For other information, please contact the Human Resources Office at +375-17-210-1283.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) $FS ext{ on } LWOP**$

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

- 1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
- 2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4. The candidate must be able to obtain and hold local security certification.
- 5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

- 1. Universal Application for Employment (UAE) (Form DS-174), which is available on the Embassy website or by contacting Human Resources Office(via e-mail below or Embassy phone number); and
- 2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)
- 3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

<u>Note</u>: Completed, signed, and scanned applications must be submitted to the HR Office via email only. Unsigned application forms will not be considered. Email submissions must be forwarded to the address below.

WHERE TO APPLY:

Attention: Human Resources Office E-mail Address: MinskHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

<u>U.S. Citizen Eligible Family Member (USEFM):</u> A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

<u>Member of Household (MOH):</u> A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) - An individual who meets the
following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does <u>not</u> ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) - An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host

country and/or who is a holder of a non-diplomatic visa/work
and/or residency permit; and/or

• Is subject to host country employment and tax laws.